

## **Management of Donations, Modifications and Posting of Notices**

### **PURPOSE**

The UUFLG greatly appreciates the generosity of its members and friends in donating useful items to the Fellowship. However, it has limited space to accommodate donations of physical objects, may have difficulty integrating potentially diverse styles, and desires to present a pleasing aesthetic appearance to visitors. This policy is intended to define a process for managing physical donations to the UUFLG, modifications to the UUFLG building and grounds, and posting of notices and other materials.

### **POLICY**

The Building and Grounds Committee shall review and approve:

- Acceptance of donations to the Fellowship of all items of physical property intended to be retained at or as part of the UUFLG facilities, including items to be obtained through directed cash donations.
- Modifications to the building or grounds, including such items as landscape plantings, internal or external painting, and addition of decorations intended to be long-term or permanent.
- Bulletin boards and posting-of-notice locations.

### **PROCESS**

- Physical Property Donations
  - All proposed physical property donations shall be discussed with the Building and Grounds Committee before the donations are made. (Donations of toys, books, and consumable items for the children's Religious Education [RE] program are an exception and are addressed separately below.)
  - The Building and Grounds Committee will determine appropriateness and may decline the donations.
  - Donations made without prior approval may be returned to the donor.
  - If a donor desires to make a cash donation directed towards the purchase of a specific physical item or items, the Building and Grounds Committee shall determine the appropriateness of the item or items, as above. The donor shall also coordinate with the UUFLG Treasurer to obtain any approvals required by the UUFLG Bylaws and ensure proper recording of the donation. The donation value shall be entered in the UUFLG financial records as a directed donation and concurrently charged against an appropriate account.
- Donations for Children's RE Program
  - Donations of toys, books, and consumable items for the children's RE program shall be discussed with the RE Committee before the donations are made.
  - The RE Committee will determine appropriateness and may decline the donations.
  - Donations made without prior approval may be returned to the donor.

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- **Building and Grounds Modification**
  - All proposed modifications to the building, including painting, use of walls for bulletin boards, or posting of displays, must be approved by the Building and Grounds Committee before implementation (this does not apply to content of postings).
  - All proposed modifications to the grounds, including removal or addition of plants, must be approved by the Building and Grounds Committee before implementation.
  - Unapproved modifications to the grounds or building may be reversed at the discretion of the Building and Grounds Committee.
  
- **Bulletin Boards and Posting of Notices**
  - All approved bulletin boards or posting locations will have a specific sponsor, normally a standing Fellowship committee or official function within the Fellowship (e.g., Board of Trustees, minister, or administrator).
  - The Building and Grounds Committee will approve the location and style of all bulletin boards or notice-posting areas.
  - The bulletin board or posting location sponsor will have control of posted material and be responsible for timely removal when appropriate.
  - Unapproved posted materials will be removed.